

IGEM - HKUSTers

Agenda of the 16th Meeting

Date: Jul 21, 2008

Time: 18:00 – 20:00

Venue: Room 5486

PIC: SHI Jiahui

1. Main tasks of this meeting

- a. Specify and discuss the new design;
- b. Try to determine the design and work allocation.

2. Notes by PIC

Hope the design be finalized soon.

3. Preparation before the meeting

- a. Read and think about the new design if its description is sent in advance;
- b. Please be prepared for the progress and suggestions you are going to report.

4. Key items in the meeting

- a. [15min] Report on progress;
- b. [30min] Cotton presents the detailed new design and the potential problems;
- c. [30min] Free discussion on the new design; suggestions on problem solutions;
- d. [10min] Break;
- e. [20min] Free discussion;
- f. [15min] Task allocation.